



PITTWATER HIGH SCHOOL

ILLNESS, MISADVENTURE OR LATE SUBMISSION APPEAL

Submit this form to the Head Teacher of the subject concerned by roll call on the first day back following the illness, misadventure or late submission. Complete one form for each subject.

SECTION A (Student to complete)

Student Full Name	Appeal Type (Tick one) <input type="checkbox"/> Illness <input type="checkbox"/> Misadventure <input type="checkbox"/> Late Submission Appeal		
Date & Time of Appeal Submission	Course Level (Tick ONE) <input type="checkbox"/> ROSA <input type="checkbox"/> Preliminary <input type="checkbox"/> HSC		
Subject	Assessment Task Title		Weighting
Teacher	Original Due Date	Date Submitted	
Reason for appeal – Briefly state the reason for your appeal			
Supporting documentation – List the documentation that you have attached in support of your appeal			
Student Signature	Parent Print Name	Parent Signature	Date

SECTION B (Head Teacher & Class Teacher to complete)

Student phoned school before 9am to advise of illness, misadventure or late submission Office to enter initial details on Sentral	YES <input type="checkbox"/> NO <input type="checkbox"/>
Student submitted form on the first day of return and either submitted task OR made arrangements to complete the task in class	YES <input type="checkbox"/> NO <input type="checkbox"/>
Teacher Comment	Teacher Signature
Head Teacher Recommendation	Head Teacher Signature
Appeal Panel Recommendation	Delegate Signature
Student advised by	Date

Office to enter illness, misadventure or late submission into Sentral once form has been completed. Keep a copy of this form and any supporting documents in the relevant ROSA, Preliminary or HSC Monitoring folder; give the original to your Head Teacher.

ILLNESS, MISADVENTURE OR LATE SUBMISSION CHECKLIST

If a student has a valid reason for not submitting an assessment task or not completing an in-class assessment task on the due date, the following procedure is to be followed.

If you know before the due date:

1. Complete the Illness, Misadventure or Late Submission appeal as soon as you know there is a problem or no later than the day before the due date for all affected tasks.
2. Submit the form to the Head Teacher no later than the day before the due date.
3. Head Teacher will arrange an alternative date and/or refer to the Assessment Review Panel.

If you DO NOT know before the due date:

1. **Phone the school before 9:00am** on the day the task is scheduled or due, providing the following details:
 - Name
 - Subject and type of assessment task
 - Class teacher
 - Brief detail of the Illness / Misadventure / late submission
2. **For illness see a doctor** for a medical certificate (NB doctor's will not postdate certificates and post-dated certificates will not be considered)
3. **Complete the Illness, Misadventure or Late Submission Appeal form.**
4. The first day the student returns to school, **report to the Head Teacher immediately**
5. **Submit the completed form to Head Teacher** attaching the medical certificate or other documentation.
6. **Hand in the assessment task OR arrange a time to complete the task.**
 - Be prepared to complete the task on the first day of your return to school.
7. Head Teacher will submit their recommendation to the Principal who will make a decision and/or consult with the Assessment Review Panel.